

August 5, 2008

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Property & Liability Claims Examiner (P3) and/or Senior Claims Examiner (P4), Job Number 08-24. Position is open until filled and may be closed at any time.

### **PROPERTY & LIABILITY CLAIMS EXAMINER (P3) SENIOR CLAIMS EXAMINER (P4)**

Under supervision of ABAG PLAN Claims Manager, assists in public entity property and liability claims adjusting for member cities.

#### **DUTIES FOR CLAIMS EXAMINER (P3)**

- Investigating, evaluating, and resolving claims as assigned
- Managing member city claim reporting and follow up procedures
- Organizing workload to assure accuracy and timeliness
- Managing records system and claim diary systems

#### **DUTIES FOR SENIOR CLAIMS EXAMINER (P4)**

In addition to the duties of Claims Examiner, duties include:

- Managing litigated claims
- Working with members and defense attorneys to develop litigation plans and strategies
- Attending alternative dispute resolutions as required
- Working with legal auditing software, reviewing legal bills for accuracy and ensuring legal billing practices and requirements are maintained
- Reporting timely to members, Risk Manager and Claims Manager
- Special projects and other duties as assigned

#### **QUALIFICATIONS**

- Excellent communicator; both written and oral
- Excellent customer service skills; strong public relation skills
- Must be organized and able to manage multiple tasks effectively
- Proficiency with MS Office (Word and Excel) and claims adjusting software

## **EDUCATION AND EXPERIENCE**

A Bachelor's degree or equivalent with major course work in business, public administration or related field and a minimum of three years of progressively responsible claim adjusting experience. AIC, ARM, CPCU designation or independent adjusting license desirable as well as experience with public entity claims. Related experience may be substituted for required education on a year-for-year basis for a maximum of two years.

**The Senior Claims Examiner** position requires a minimum of **five years** of progressively responsible claim adjusting experience, with litigation and public entity experience highly desired.

## **ADDITIONAL INFORMATION**

This is a field position which requires a valid California driver's license with a clean driving record.

## **COMPENSATION AND BENEFITS**

**Salary** \$5,679 to \$7,528 per month

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health Plans:** Three HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

## **APPLICATION AND SELECTION PROCESS**

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 08-24  
P.O. Box 2050  
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 08-24, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.